



Forest Heights Police Department Policy and Procedures Manual

Subject:	Narcotic Related Vehicle Impounds			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 12	Section: 15	Number of Pages:	2	Replaces: GO 2000-70
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A. Purpose

To establish Forest Heights Police Department (FHPD) policy for narcotic related vehicle impounds.

B. Policy

A vehicle may be impounded, and subject to forfeiture if the vehicle was used during any of the following narcotic-related violations

1. All felonies - that include:
 - a. transporting, manufacturing, distribution, possession with-intent to distribute controlled dangerous substances (CDS);
 - b. conspiracy to commit any of these offenses; and
 - c. transportation, possession of raw materials or products or equipment of any kind intended for use in any of these offenses.
2. Misdemeanors (simple possession of CDS) - If the vehicle was used to transport an individual to a known drug market area to purchase a controlled dangerous substance.
3. When there is evidence that the possession of the CDS in the vehicle is related to the use of the vehicle for other unlawful purposes (e.g., driving under the influence of CDS.)

C. Officers Responsibilities

Officers impounding a vehicle related to a CDS violation will:

1. Notify the Prince George's County Police Department (PGCoPD) Communications Division of a narcotic-related impound and request a contract crane.
2. Complete an Incident Report, and Prince PGCoPD Vehicle/Asset Forfeiture Summary Report.
3. Remove all property of value from the vehicle as per FHPD property procedures.
4. Affix an impound sticker to the inside driver's window. The sticker will specify CCN.
5. If applicable, notify PGCoPD Telecommunications Section of the impound and intention to seek forfeiture.
6. Contact the State's Attorney's Vehicle Forfeiture Liaison Officer at (301) 952-3146 within 72 hours and provide complete information regarding the impound. The Vehicle Forfeiture Liaison Officer will determine if forfeiture proceedings will proceed.
7. Prepare and submit a Vehicle Forfeiture Summary Report (PGCoPD Form #3896) within 72 hours.
This report will include the determination of the State's Attorney's Vehicle Forfeiture Liaison Officer. If forfeiture will not be pursued, only the top portion of the Vehicle Forfeiture Summary Report need be completed.
8. The impounding officer will attach a copy of the Incident Report to both the pink and yellow copies of the Vehicle Forfeiture Summary Report. The officer will mail the pink copy to the States Attorney's Office, Vehicle Forfeiture Liaison Officer, through departmental mail. Officers will never advise a vehicle owner or interested party of the location where the vehicle is stored.

D. FHPD Chief or Designee Responsibilities

The Chief or designee will coordinate activities relating to vehicle forfeitures by:

1. Maintaining copies of Vehicle Forfeiture Summary Reports.
2. Being responsible for the security and storage of the vehicle pending forfeiture proceedings.
3. Arranging for the release of the vehicle if forfeiture proceedings are denied.
4. Preparing a letter requesting forfeiture proceedings to be initiated (if the State's Attorney's Office approves the forfeiture).
5. Providing owner and lien information to the State's Attorney's Office, who shall make appropriate notifications if forfeiture proceedings are initiated.
6. Ensuring that the vehicle is properly processed at the conclusion of the forfeiture proceedings.

E. State's Attorney's Liaison Officer's Responsibilities

The liaison officer will receive the order of the court from the State's Attorney and shall forward it directly to the FHPD Chief of Police.

Note: Criminal Procedure Article, § 12-304 of the Annotated Code of Maryland requires the State's Attorney to file a petition for forfeiture with the Circuit Court within 90 days of the impound.